

## Job Description

<b>Name</b>	
<b>Job Title:</b>	Tax Assistant
<b>Department:</b>	Tax
<b>Line Manager:</b>	Tax Manager
<b>Line Management Responsibilities:</b>	None

### Aims and purpose of the job

To assist and work as part of the Tax department by ensuring accurate and efficient work is carried out at all times.

### Generic role duties to include

1.	To prepare and submit Self Assessment tax returns; ensuring all work produced is accurate, to the highest standard, and in accordance with relevant legislation, with emphasis being placed on ensuring there is a high level of technical content in all work.
2.	To ensure that your technical knowledge is kept up to date.
3.	To use and comply with business systems and processes, for example APS, Virtual Cabinet and Digita.
4.	To aim to carry out all work efficiently with a recovery of at least 95%.
5.	To maintain and update workflow records in a timely and accurate manner.
6.	To plan, manage and prioritise your own workflow, budgets and productivity to ensure targets and deadlines are met and assist other team members when required.
7.	To ensure there is clear communication with your line manager and other team members on work being carried out.
8.	To help your line manager identify ways to improve and develop the department.
9.	To deal with all work and communications in a timely manner and ensure they are of a high professional standard.
10.	To take full responsibility for all work and tasks assigned to you and deal with clients in a courteous and professional manner.

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## Central duties

11.	To represent the business when required to ensure positive links, relations and networks.
12.	To show a commitment to diversity, equal opportunities and anti-discriminatory practices.
13.	To undertake personal development necessary to ensure effective performance in the role.
14.	To participate in relevant and appropriate training and development as required.
15.	To undertake any other duties commensurate with the grade as appropriate.
16.	To demonstrate the David Allen values of ambition, professionalism, knowledge, integrity, and respect in the work you do and during your appointment.

## Method of working

The David Allen Group expects all staff to work effectively, both as individuals and as part of a team, delivering high quality services and support to clients and staff. In doing so, the company expects all staff to display all of the core competencies as defined in the performance and development appraisal arrangements and to conduct themselves in a manner which befits their professional status and responsibilities.

## Public relations

Considerable importance is attached to the role the business plays in its various communities. It therefore follows that all staff are expected to work to maintain and develop these relationships at every opportunity by positively promoting the work of the business and the role it can play in supporting the aims of its stakeholders.

This job description is a guide to the work the post holder will be required to undertake. In consultation with the post holder, it may be amended from time to time by the line manager to meet changing circumstances or business needs. Specific targets and objectives will be agreed with the post holder and will be reviewed regularly as part of the performance management arrangements.